

PROCESS FOR SELECTION OF GEOLOGIST/HYDROGEOLOGIST

A. The Township of Union, Hunterdon County, shall utilize the process delineated below to select the following professional service, with which the Township shall enter into a professional services contract, in accordance with the criteria delineated below.

The Township is accepting proposals for:

Geologist/ Hydrogeologist for Township Committee and Land Use Board - Consideration will be given to applicants who can perform both functions. Duties will include: performance and review of site assessments; preparation and review of environmental impact statements/assessments (EIAs); review of construction plans for proposed low and high density residential and commercial developments with respect to environmental, water and storm-water issues and practices; land use evaluation and plans for wellhead protection; land carrying capacity evaluation for lot size zoning restrictions (nitrate dilution analysis); water supply protection and sustainability; private well testing programs; and additional projects as requested by the Union Township Committee, Planning Board, and Board of Adjustment. The selected Geologist/Hydrogeologist will be required to appear at public meetings, support the municipality in litigation matters, prepare affidavits, give depositions and provide expert testimony as required.

B. The process established by the Township of Union shall be as follows:

1. The solicitation of qualifications, and for which a bid solicitation shall not be required under Local Public Contracts Law, shall be published and advertised by the Township either in the official newspaper of the Township of Union and for publication of notices or on the Township of Union website not later than ten (10) days prior to the date set for the receipt of said request for qualifications. The published notice shall set forth a description of the requested goods or services, the time, date and place that proposals must be submitted, the contract information for obtaining a proposal document, and a statement that the proposals are being solicited through the process.

2. The Township shall require that any entity responding to the request for qualifications shall include, at a minimum, the following:

(a) Full name and business address;

(b) Any professional licenses or certifications held by the applicant in the State of New Jersey, or any other State, including a "Certificate of Good Standing," or other documents evidencing that the licenses or certifications are not presently suspended or revoked;

(c) The number of licenses professionals employed by, or associated with, the applicant;

(d) A listing of all degrees (college and/or graduate degrees) held by the applicant and any associated professionals in the business entity;

(e) A listing of all public entities for whom the business entity has had a contractual relationship, either currently or previously, including the dates of service and the position held;

(f) A listing of any professional affiliations or membership in any professional societies or organizations, including any offices or honors held.

- (g) Political Contribution Disclosure Form
- (h) Mandatory Affirmative Action Language
- (i) Affirmative Action Plan/ Report Filing Information
- (j) Business Registration Certificate
- (k) Business Entity Disclosure Certification

C. The Township of Union shall review the responses to the request for qualifications and appoint or award a contract to a business entity for the goods or services advertised subsequent to such review. The resolution awarding the contract shall state that the contract was awarded after the above process and shall state the number of responses received.

D. Contracts subject to the process delineated herein may be subject to additional requirements, as provided by ordinances adopted by the Township of Union, and any other applicable laws including, but not limited to, the Local Public Contracts Law.

SELECTION CRITERIA

The selection criteria to be used in awarding a contract for services shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Experience in providing the services requested by the Township of Union and referenced related thereto;
3. Ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and the Township of Union;
4. Recent, current and projected work load of the individual or firm;
5. Thoroughness and completeness of the applicant's submittal.
6. The applicable fee schedule of the individuals who will perform the services.
7. The Township will accept proposals mailed to The Township of Union, 140 Perryville Road, Hampton, NJ 08827 on or before 4:00 P.M., Friday, January 31, 2014.